

Safety

Child Check-In

Your role is to welcome each child with enthusiasm, ask the parent to sign them in on your check-in sheet, and answer any questions the parent may have. Hold your group number sign up so parents can easily locate your group. Doors open at 5:45 PM. If other arrangements have been made, pick-up person's info MUST be recorded on the check-in sheet. Pick-up person will be asked to show pick-up tag so make sure they have the tag or a photo of it.

Allergies

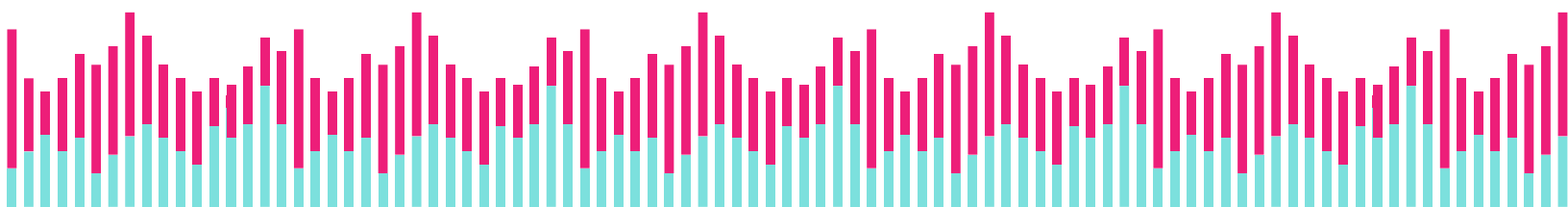
If you have a child in your group with allergies or special health needs, it will be listed on your roll sheet. Please take your sheet with you throughout the day and check it at snack time. Kids with severe allergies may need to bring their own snacks with them. Please carry these in the backpack to bring to Snack Rotation.

Counting Kids

Count the kids in your group at the beginning of the day and regularly count to make sure no one is missing. Count kids as you leave and arrive at each area. If a child is missing, please see your grade coach immediately.

Child Pick-Up

Pick-up is at 8:30 PM. To expedite pick-up, small group leaders should sit with kids in rows while the oldest small group leader signs out with the parents. In order for the kid to be checked out, leaders must match each kid's tag to their parents pick-up tag AND parents must sign their child out on the attendance sheet. If another pick-up person is designated by the parent at drop-off, please make sure they have the claim tag or a picture of it. Please make sure every kid stays in their group row and is checked out. As kids are picked up draw a line over that name to ensure you keep track of how many kids are still in your care.



Safety

First Aid

If you or a child in your group is ill or injured please let your Grade Coach know before visiting First Aid. All children visiting First Aid should be accompanied by a Small Group Leader. Your group must be supervised by another Small Group Leader at all times.

Bathroom

At no time are volunteers (even student volunteers) allowed to enter a restroom with a child. There are [kids only] restrooms and separate [volunteer only] (student and adult volunteer) restrooms that are clearly identified with signage. Should you see any volunteer enter a kids only restroom you are empowered to immediately remind them of our policy and let a staff member or your Grade Coach know. If a child needs assistance, you will need to find another volunteer (that is not related to you) to go with you into the restroom to assist the child. Volunteers are never allowed to be alone with a child.

Inform your Coaches or Staff if:

- A child is missing, gets hurt, is sick, or seriously misbehaves.
- Any situation seems unsafe or needs attention.
- You suspect child abuse of any kind.
- You are told of any needs or serious prayer requests for families or children.
- Anything out of the ordinary happens.

Guidance and Discipline Policy

- Issue a warning, and remind the child of their expectations.
- On the second warning, time-out from activity Refer to Staff or Grade Coach.
- Parent involvement (talk to parent at pick-up; see Grade Coach for help).

